

U.S. Department of Labor

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Reply to the Attention of: II OYS/JC

November 27, 2002

REGIONAL FIELD INSTRUCTION NO. 03-04

**TO: ALL REGION II JOB CORPS CENTER DIRECTORS
ALL REGION II JOB CORPS CIVILIAN CONSERVATION
CENTER DIRECTORS THROUGH AGENCY PARTNERS
ALL REGION II JOB CORPS CONTRACTORS
ALL REGION II CTS PROJECT DIRECTORS**

SUBJECT: ADMINISTRATION OF “PRESENT FOR DUTY – OFF CENTER”

1. **PURPOSE:** To implement criteria and limitations for the use of “Present for Duty, Off Center” (P-DOF) status for students who are on job search or home-based work experience status.
2. **BACKGROUND:** In October 2002, Regional Directors and National Office managers met to discuss the apparent misuse of the “Present for Duty-Off Center” (P-DOF) pay status by some centers and operators. Authorized uses of PDOF status are described in PRH Chapter 6, Exhibit 6-1, as follows:

Students involved in authorized activities off center including:

- Regional/National Competitions
- Work-Based Learning
- VST Projects Off Center
- Recruiting Drives
- Escort Duty
- Out of Town Job Interviews, Military Processing, or Apprenticeship Jobs

This pay status was not intended to cover lengthy periods of time when students are off center in unsupervised or unscheduled activities. Concerns related to Job Corps’ liability for student safety while in a “Present for Duty” status are significant. Further, carrying students in a “Present for

Duty” status while they are not actually living on center artificially inflates the center’s OBS by postponing the student’s separation date.

As a result of the above concerns regarding P-DOF status, the PRH will be amended to add criteria and limitations on the use of the P-DOF pay category. In anticipation of those changes, Region 2 centers will insure that the following criteria are met prior to placing any student on P-DOF status for job search or home-area work-based learning.

3. **ACTION:** Effective immediately, the following criteria/limitations established must be met in order to utilize the PDOF pay status category:

A. P-DOF for Job Search/Interview, Apprenticeship, or Armed Forces Processing

1. Maximum length of time for job search activity shall not exceed 7 calendar days.
2. Regional Office may approve, in advance, an additional 7 days.
3. Student must have at least three prearranged and verifiable job interviews set up for this period.
4. Student must have an appointment to visit the CTS office in his/her home area.
5. At the end of the job search period, if student has not been successful in job search activity, that student will be terminated effective on the 8th day, with a referral to the CTS office. The student also has the option of returning to the center to get additional training or employability assistance.
6. During the PDOF period, students should take their entire belongings home with them to avoid the possibility of theft.

B. P-DOF for Home Based Work Based Learning

1. Work-based learning sites in a student’s home area are covered by the same requirements as those established near the center. Those requirements are enumerated in PRH 3.7 - Work-Based Learning Standards.
2. A formal agreement must exist between the center and the WBL site, which includes a listing of TAR items to be taught, the name of the student’s supervisor who will be evaluating the student’s progress, a procedure for the employer to provide written evaluations of the students work, and a process for notifying the center of the student’s absence.
3. The duration of the home based work-based learning opportunity should not exceed 6

weeks. At the end of the 6 weeks, the student may return to center, or may be terminated as a completer without returning. When a student does not return to the center, it is required that the center arranges an appointment for the student with his/her CTS counselor.

All students currently on PDOF status for job search or home based WBL must be advised that their current arrangements will terminate as of December 13, 2002. Centers should use the next two weeks to contact students and CTS providers to arrange for interviews.

Additionally, the administration of P-DOF must be accomplished in strict compliance with PRH 6.1.R2 – Authorized Absences. Government paid travel from the center to home and return is authorized and taxable.

4. **INQUIRIES:** Questions regarding this RFI should be directed to your Government Authorized Representative.

**LYNN INTREPIDI
REGIONAL DIRECTOR
OFFICE OF YOUTH SERVICES & JOB CORPS**